eSigning Your Contract

You've Got A Contract to Sign!

When the State's contract administrator has completed the final version of the contract document and it's ready for you to sign electronically, you'll receive an email notification similar to the one below. In the body of the message, you'll find some important and helpful information.

- **Your assigned Bidder ID**

  In order to log in and review/sign your contract, you'll need your Bidder ID and password.

- **A hyperlink that will direct you to the State's Supplier Portal**
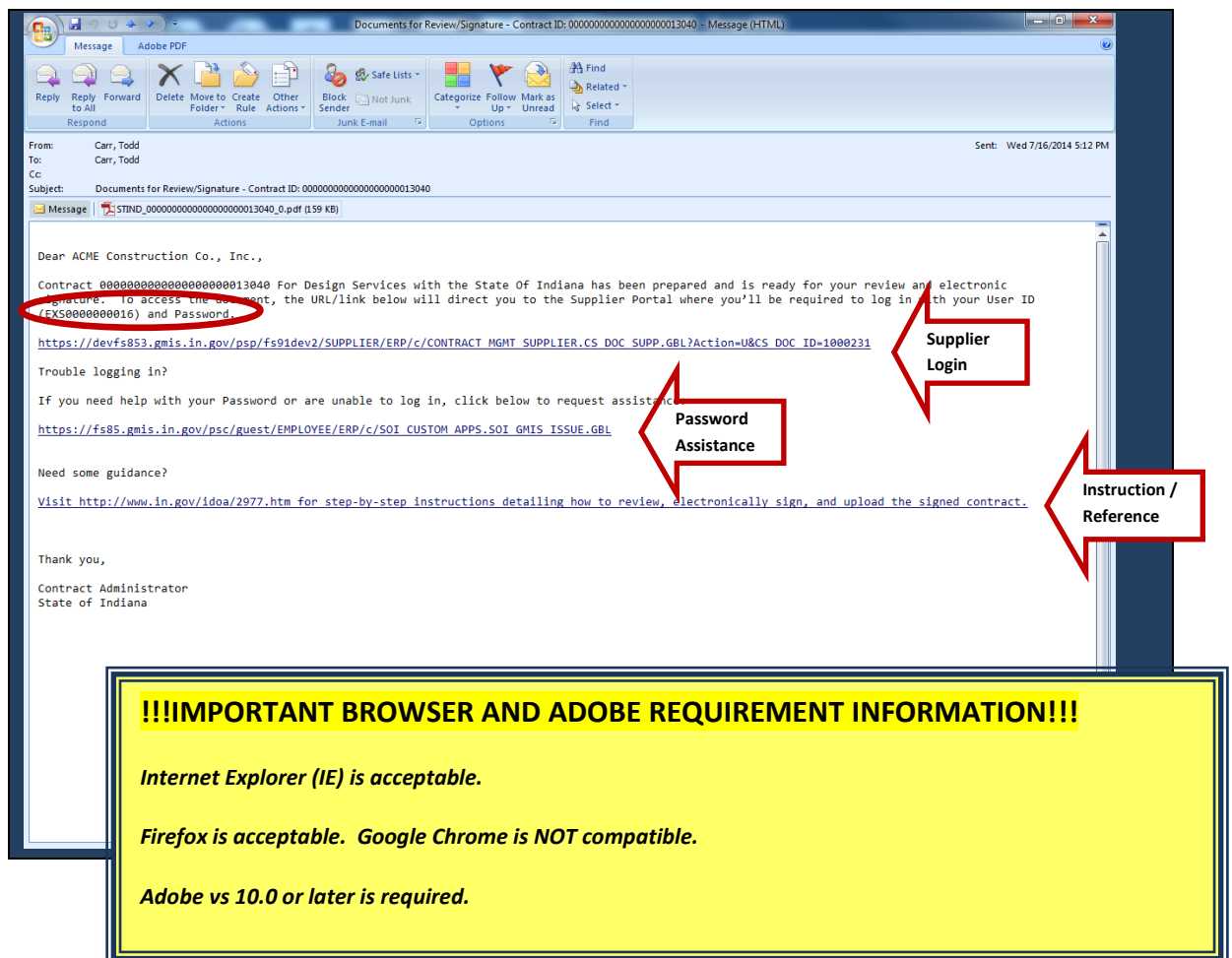
  The contract will be available when you log into the Supplier Portal.

- **A hyperlink to a page where you may request log in assistance**

  If you don't know your password or have trouble logging into the Supplier Portal, you can request assistance.

- **A hyperlink to instruction concerning electronic contracts**

  Instruction outlining the steps for signing your contract is available on our webpage.

!!!IMPORTANT BROWSER AND ADOBE REQUIREMENT INFORMATION!!!

Internet Explorer (IE) is acceptable.

Firefox is acceptable. Google Chrome is NOT compatible.

Adobe vs 10.0 or later is required.

Log Into the Supplier Portal

- Click on the hyperlink provided in your email notification to access the Supplier Portal log in page.
- Enter your user ID and password.
- Click the Sign In button.

If you have trouble getting logged in or run into problems with your user ID or password, refer back to the email notification you received. A hyperlink is provided in the message to connect you with a page where you can request assistance.

Once you sign in, the Maintain Contract Documents page will open and display a list of any contract documents that require action.


Click the **document ID hyperlink** to access a document.

IF YOU SIGN IN AND THIS PAGE IS BLANK, DON'T PANIC. USE THE STEPS OUTLINED IN THE FOLLOWING Alternate Navigation TO FIND YOUR CONTRACTS.
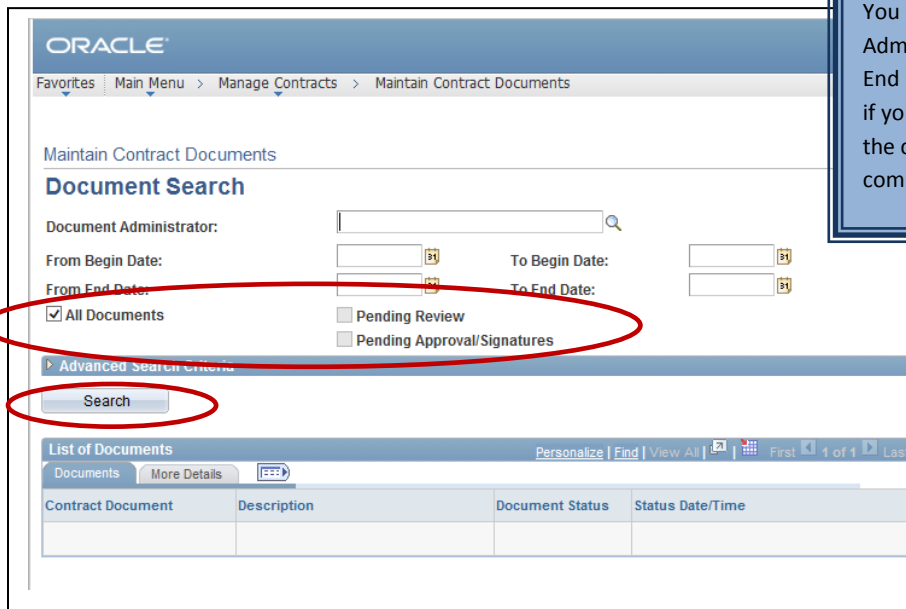
Alternate Navigation

If you sign into the Supplier Portal and see a blank page, that's okay. You can use the Main Menu to navigate to your contract documents.

- Click Main Menu on the menu bar.

- From the list of choices, click on Manage Contracts.

- Click on Maintain Contract Documents in the sub-menu.
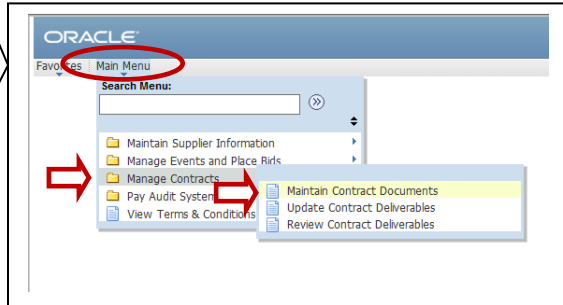
The Document Search page will open.

> You can use the Document Administrator and/or Begin and End Date fields as search options if you'd like, but we'd recommend the checkboxes as the most common, most efficient choice.

- If you want to see all the contracts that have ever been routed to you, select the **All Documents** checkbox.

- If you want to see only those that require your review or your approval/signature, select the **Pending Review** and/or **Pending Approval/Signatures** checkboxes.

Click the **Search** button.

Based on the search criteria you entered or chose, a list of the documents that match what you requested will populate the List of Documents section.

Be sure to check the top right corner of the list to see if there are more rows of information than are being displayed on the page. If so, use the Show Next/Show Previous navigation buttons to view more or all of the information.

- The column headings detailing the search results may also be used to sort the information. For example, click on the Contract Document column heading to sort the results by contract number, or click the Description heading to sort alphabetically by the description.

Review the search results to find the contract you want, and click the contract number link to open the Document Management page for that specific contract.

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Save and Open the Document to eSign

The Document Management page will display some basic information concerning the contract, and offer several options. Click the **Open Main Document for Signing** button.
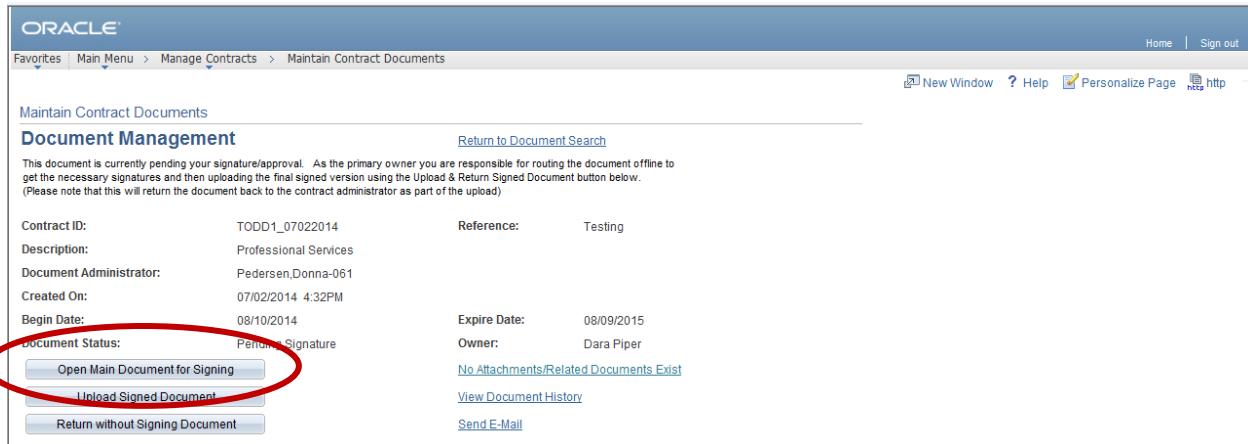
A pop-up message will require you to either select Open (to open the document without saving it) or Save (to save the document before you open it).

- CLICK THE **SAVE** BUTTON.

- Save the document to any directory folder or location you'd like, ***leaving the File Name as it defaults***.

- Another pop-up message will offer you the option to open the document. CLICK THE **OPEN** BUTTON.
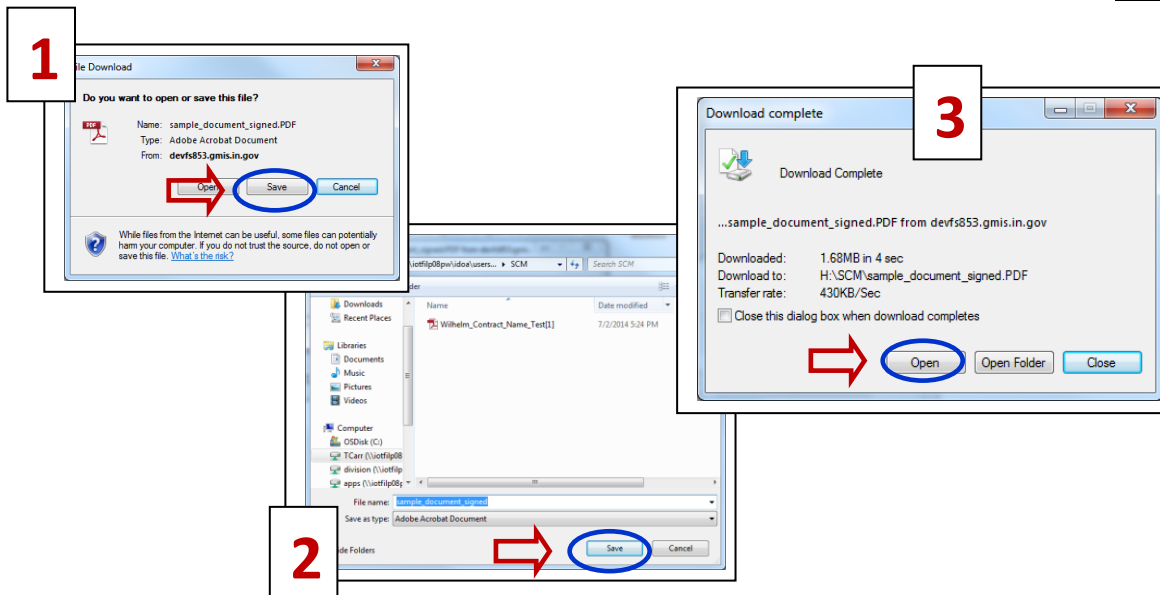
BE SURE THAT YOU SAVE THE FILE IN A LOCATION THAT YOU WILL REMEMBER, AS THE SIGNED DOCUMENT WILL REPLACE THIS VERSION WHEN IT'S TIME TO UPLOAD THE FILE.

eSigning The Contract Document PDF

When you're ready to sign your contract, the signature tool in Adobe will allow you to place your electronic signature on the document. Click the **Sign** button, and you'll see the options. Follow steps 1 through 6 below to complete the procedures.

1

Click the Sign (or Fill/Sign) button to view the signature options.

2

==Scroll through the document and locate the area where you need to place your signature.==

3

Click on Place Signature

4

==Enter your name.==

Place Signature

How would you like to create your signature?   ❓
- ⦿ Type my signature
- ○ Use a webcam (New!)
- ○ Draw my signature
- ○ Use an image
- ○ Use a certificate

Enter Your Name:

J. S. Vendor

Type your "signature"

Review Your Signature:

J. S. Vendor

Change Signature Style   (Style 1 of 4)

Accept

ENTER YOUR NAME

When you click Place Signature, a pop-up window will open.

"Type my signature" will be selected by default, and allows you to manually type the name that you will use to eSign your contract.

You can use the Change Signature Style button if you'd like to see your signature in a different font/script.

When your signature name has been entered correctly, click the Accept button.

5

==Place your signature on the contact.==

STIND_000000000000000000000013021_0.PDF - Adobe Reader

File   Edit   View   Window   Help

17 / 17   105%

Non-Collusi

The undersigned attests, subject to the pena or that the undersigned is the properly autho Contractor. Further, to the undersigned's kn employee, representative, agent or officer of been offered any sum of money or other con that which appears upon the face hereof.

In Witness Whereof, Contractor and the Sta representatives, entered into this Contract. T foregoing terms of this Contract, do by their thereof.

By: *J. S. Vendor*

Title:

Date:

PLACE YOUR SIGNATURE

After you click Accept, your "signature" will become attached to your cursor in an invisible text box floating on top of the document.

With your mouse, move the signature to where it should be placed on the contract, and click to drop it into place.

6

Click on Add Text

Place your title and the date here

After you click Add Text, place your cursor on the document next to where you should place your title and type it manually.

Then, place the cursor to enter the date.

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Save the eSigned Contract

After you've reviewed and electronically signed your contract, the document has to first be saved.

- Click File on the menu bar and select **Save As** from the list of options.

- Save the signed document in the same directory folder/location REPLACING the original file that was downloaded. **BE SURE that the File Name to be saved is EXACTLY the same!**

- A pop-up message will warn you that the file already exists and ask if you want to replace it. Click the Yes button.

1

2

3

H:\SCM\sample_document_signed.PDF
The file already exists.
Replace existing file?

Yes   No

BE SURE that the File Name to be saved is **EXACTLY** the same as the original document that was downloaded!
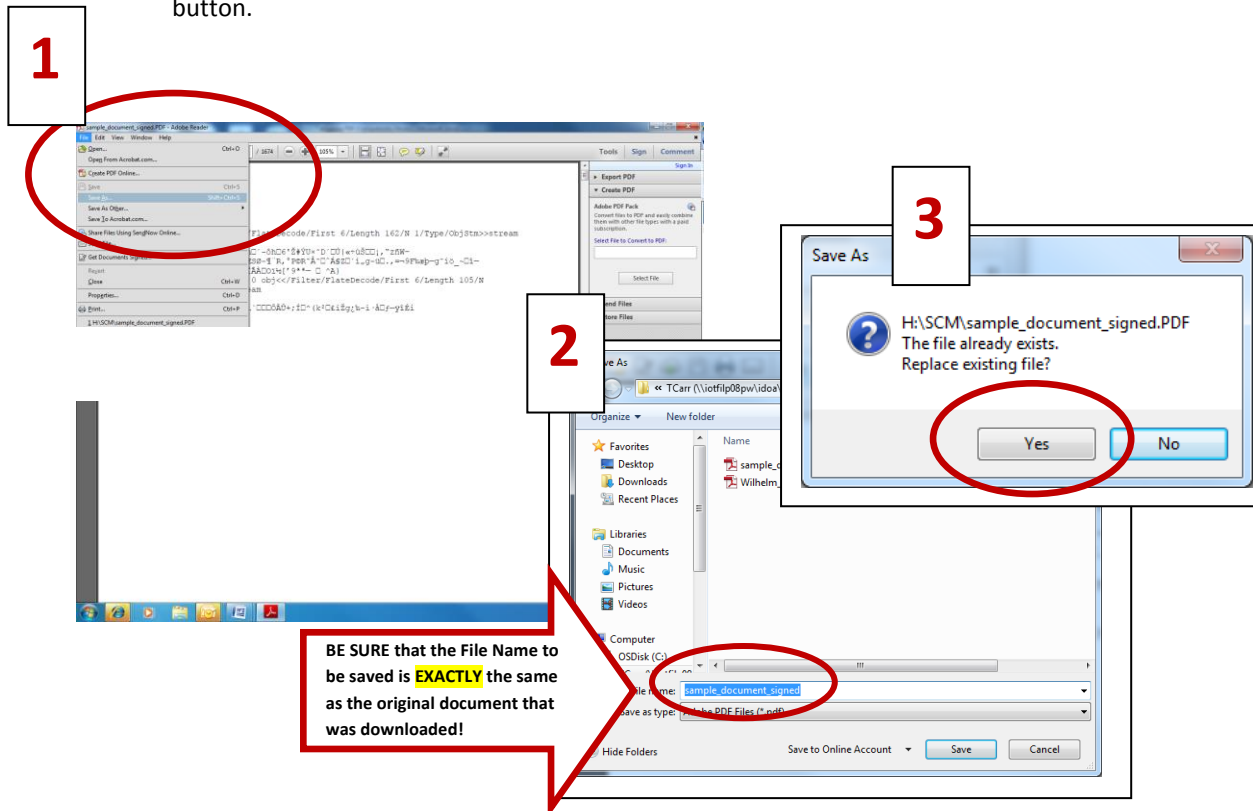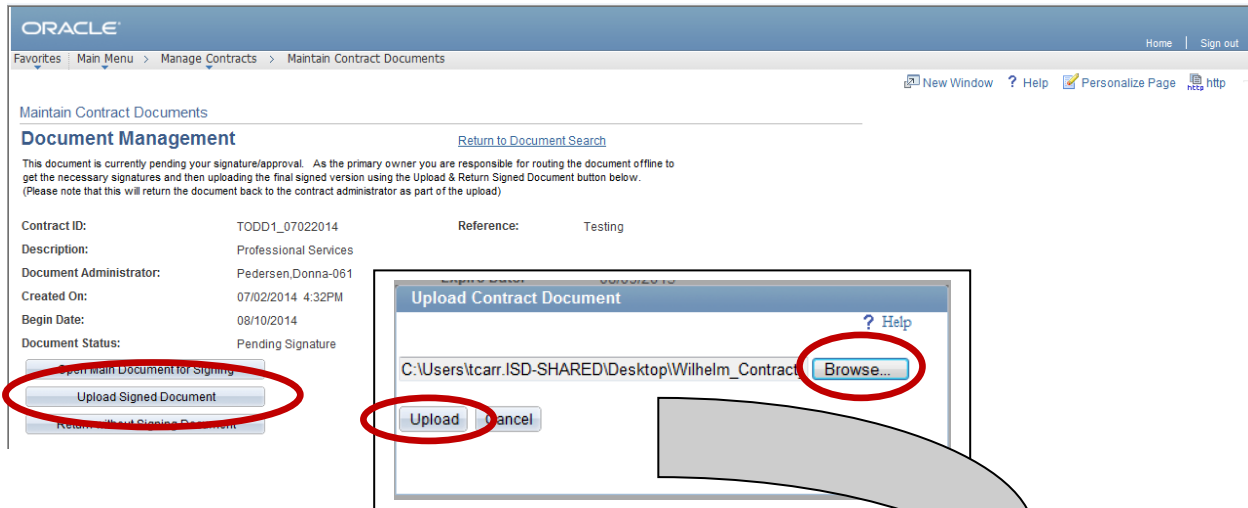
Return to the Supplier Portal Document Management page.

If your session has expired, you can refer to the hyperlink for the Supplier Portal sign in page in the original email notification you received.

Upload the eSigned Contract

Once signed, the revised document must be uploaded.

Click the Upload Signed Document button.

A pop-up window will allow you to locate the signed contract in the file directory where it was saved.

Use the Browse button to locate the document.

Click the Upload button to upload the file.

When the signed document has been successfully uploaded, you'll be returned to the Maintain Contract Documents/Document Search page.

If no other documents require action, sign out and close your web browser to exit the Supplier Portal.

Click the Sign Out option to exit the Supplier Portal